

14 FEB 1975

OFFICE OF FINANCE NOTICE NO. 6-75

SUBJECT: Promotion Criteria and Procedures

I. PROMOTION CRITERIA

It is the policy of the Office of Finance:

- A. To consider assignments of MF Careerists based on their standing in the Competitive Evaluation Listings (CEL).
- B. To encourage the office of assignment to forward a formal recommendation for promotion on behalf of the Careerist assigned whenever warranted.
- C. To review the status of each Careerist each time promotion actions are being considered.
- D. To obtain office of assignment concurrence if the Career Board recommends promotion and a formal promotion request has not been received.
- E. To observe no minimum time-in-grade requirement. However, this factor is weighed by Panel and Board members when the careerists being considered are otherwise relatively equal in experience, performance and potential.

II. PROMOTION PROCEDURES

The Director of Finance, as head of the MF Career Subgroup, is the final authority on all promotion actions to GS-14 and below. In carrying out this responsibility the Director has established the following procedures:

- A. The Career Board has the responsibility for reviewing the Career Service Grade Authorization in order to determine the headroom available for promotion at each grade level.
- B. Each Career Panel is required to make recommendations to the Career Board as to the individuals the Panel feels the Board should consider for promotion.
- C. The Career Board will review each promotion recommendation received from the office of assignment, recommendations made by the respective panels, the current CEL and make a formal recommendation to the Head of the Career Group for the promotion of MF Careerists.

- D. It is not necessary to resubmit a formal promotion recommendation to the Office of Finance within one year. When a formal recommendation is received, the Board considers the careerist at its next meeting. If action is deferred by the Board, it will reconsider the request at its next two sessions.
- E. The Career Board will normally meet three times a year to consider promotion of careerists.



Thomas B. Yale  
Director of Finance

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